

CONFIDENTIAL

OC-M-70-703
5 November 1970

MEMORANDUM FOR:

OC-A ✓
OC-CCD ✓
OC-CMS ✓
OC-CS ✓
OC- [REDACTED] ✓
OC-O ✓
OC-NCS ✓
OC-PCS ✓
OC-R&D ✓
OC-RMS
OC-SCD
OC-SPD ✓

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SUBJECT: Increased OC Use of ADP Processes

1. Recently, the D/CO sent me a brief memo in which he expressed his conviction that components of the Office of Communications should now be making critical examinations to determine the possibility of increased usage of Agency ADP systems in the reporting, recording, and retrieval of information vital to the operations of the Office of Communications. If we can save valuable time through the use of available Agency ADP processing systems, then it behooves all of us to examine the situation and take full advantage of any savings opportunities that may develop. For example, we are now examining the possibility of automating RMS for document storage and retrieval.

2. It is hoped that the use of ADP processing of OC data will conserve both time and effort and ultimately reduce operational costs. It is acknowledged, however, that ADP techniques will prove not to be a panacea in many applications. Indeed, it is expected that in many instances ADP processing will not be cost effective for a variety of reasons and that an equivalent or better report may be prepared manually due to the nature of the particular problem.

3. In view of the foregoing, it is requested that each OC component Chief listed above conduct a review of his information needs with the view of determining those ADP applications which may be cost effective and those where an equivalent or better produce may be prepared manually.

4. It is requested that replies to this memo be returned to the undersigned not later than 30 November 1970.

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GROUP 1
Excluded from automatic
downgrading and
declassification